

**COMMONWEALTH OF MASSACHUSETTS  
DESIGNER SELECTION BOARD PROJECT CRITERIA**

**DSB LIST #** 08-12 **ITEM #** 2 **DSB PUBLIC NOTICE DATE** July 16, 2008

**LAST DATE FOR FILING APPLICATION IS:** August 6, 2008 at 2:00 PM

**The Board recommends applications to be submitted by any of the following firms:**

( <input checked="" type="checkbox"/> )	Architect	(     )	Engineer
( <input checked="" type="checkbox"/> )	Architect/Engineer (A/E)	(     )	Other:

**PROJECT NUMBER:** **GCC-08-01**

**PROJECT TITLE:** **Renovations and Repairs for Campus Facilities**

**PROJECT LOCATION:** **Greenfield**

**AWARDING AGENCY:** **Greenfield Community College**

**APPROPRIATION SOURCE:** **College funds**

**AVAILABLE AMOUNT:** **As required by projects**

**ESTIMATED CONSTRUCTION COST:** **Less than \$1 million for each project**

**TOTAL FEE**, excluding reimbursables, based on scopes of work and services authorized, shall not exceed:

( ☒ ) Lump sum established set fee per C.7, §38G(a) 200,000 Dollars

**IMMEDIATE SERVICES AUTHORIZED:**

( ☒ ) CERTIFIABLE BUILDING STUDY  
( ☒ ) SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS  
( ☒ ) DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS  
( ☒ ) CONSTRUCTION PLANS AND SPECIFICATIONS  
( ☒ ) ADMINISTRATION OF CONSTRUCTION CONTRACT  
(     ) OTHER

**MBE/WBE PARTICIPATION:**

In accordance with Executive Order #390, Greenfield Community College has established minimum goals of 8% MBE participation and 4% WBE participation for the combined value of the study and final design contracts for this project. MBE/WBE goals must be met within the list of requested prime and sub-consultants. All applicants must indicate how they will meet these goals and will be evaluated on that basis. Further information about the MBE/WBE Program appears in the DSB Public Notice at pages 4-8 entitled "Participation by Minority Owned Businesses and Woman Owned Businesses" and at Attachment E of the DCAM Standard Contract for Design Services. Applications from MBE and WBE firms as prime consultant are encouraged.

N.B.1: This contract will be a "house doctor" contract. Multiple projects of the type described in the General Scope of Work may be assigned, and fee increments approved, up to the total value of the contract.

N.B.2: The Awarding Agency may award up to three [3] contracts, each with a total value of \$200,000, to qualified designers under this contract.

**APPROPRIATION LANGUAGE:**

N/A

**GENERAL SCOPE OF WORK:**

Greenfield Community College was founded in 1962, and is the smallest of the 15 community colleges in the Massachusetts higher education system. The college is sited on 112 acres of mixed topographical and resource areas. Main campus facilities with four defined areas total over 275,000 GSF prepare students with Associate degrees planning to transfer to four year colleges as well as Associate degrees and certificates to prepare students to enter the knowledge-based workforce in fields of demand in Western Massachusetts.

The consultant will prepare certifiable studies, schematic plans, final design documents, and will provide construction administrative services for a variety of renovations, alterations, and modernizations of campus buildings, operating systems, and infrastructure (including parking lots).

**GENERAL CONDITIONS FOR THIS CONTRACT:**

*Contract*

This contract is limited to projects with an estimated construction cost of less than \$1,000,000 as per M.G.L. C. 7 §40B, as amended by C. 159 §15 of the Acts of 2000 and C. 245 §22 of the Acts of 2002. **The designer must prepare studies for all projects under this contract, and all studies must be certified by the DCAM Director of Programming before final design can proceed.** Master plans and/or studies for any projects with an estimated construction cost of \$1 million or more may not be performed under this contract.

The applicant agrees to execute *DCAM Standard Contract for Final Design and Contract Administration Services* (Revised 11/06)<sup>1</sup> or its successor, without revisions or modifications.

*Procedures*

The designer will follow the procedures established in DCAM's Designer Procedures Manual dated June 2005 ([http://www.mass.gov/cam/dlforms/DPMD\\_2005\\_06.doc](http://www.mass.gov/cam/dlforms/DPMD_2005_06.doc)). Applicants are urged to review and become familiar with the following supplemental material, which is available on the web at: (<http://www.mass.gov/cam/DSB/index.html>).

*Construction Specifications*

The designer shall utilize the DCAM Standard Specification.

*Executive Order 484*

Projects undertaken under this contract shall comply with all applicable requirements of Executive Order 484 (EO 484): see <http://www.mass.gov/Agov3/docs/Executive%20Orders/Leading%20by%20Example%20EO.pdf>. All building studies shall include preliminary estimates of the project's energy use, water use, and greenhouse gas emissions using protocols established by EOEEA, and shall evaluate their impact on the operating agency's plan to meet EO 484's goals.

*Universal Design*

In addition to complying with 521 CMR, The Rules and Regulations of the Architectural Access Board ([http://www.mass.gov/aab/aab\\_regs.htm](http://www.mass.gov/aab/aab_regs.htm)), the consultant will review ADA Title II (<http://www.usdoj.gov/crt/ada/reg2.html>), and the ADA Accessibility Guidelines (<http://www.access-board.gov/adaag/html/adaag.htm>), to ensure that the proposed design meets the civil right intent of this act. The requirements of these two laws may differ and the consultant must comply with the more stringent. Design solutions will meet the diverse and changing needs of users across age, ability, language, ethnicity and economic circumstance. DCAM welcomes innovative design strategies that are simultaneously equitable, flexible and legible for all and extend beyond minimal compliance with accessibility regulations.

*Cost Estimating*

Cost estimates, cost models, and estimator participation in both the study and the design phases shall meet the requirements of the current DCAM *Cost Estimating Manual* and will be submitted in Uniformat II in the study

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<sup>1</sup> The *DCAM Standard Contract for Final Design and Contract Administration Services* (Revised 11/06) replaces the former *DCAM Form C-2 Contract for Designer Services*.

phase and in both Uniformat II to Level 3 and CSI Masterformat in the design phase. The *Cost Estimating Manual* can be found at [http://www.mass.gov/cam/dlforms/CEM\\_Feb06.pdf](http://www.mass.gov/cam/dlforms/CEM_Feb06.pdf), and Uniformat II can be found at <http://www.bfrl.nist.gov/oa/publications/nistirs/6389.pdf>.

**CONDITIONS FOR APPLICATION:**

The applicant's current or updated Master File Brochure must be on file with the Board prior to the date of application. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to the lesser of \$5,000,000 or 10% of the Project's Fixed Limit Construction Cost, but in no event less than \$250,000 per claim in accordance with the *DCAM Standard Contract for Final Design and Contract Administration Services (Revised 11/06)*, (i.e., minimum coverage of \$250,000 up to \$5,000,000 depending on the construction cost). The Agency may seek additional coverage for the selected designer, and if so will bear the cost of the additional coverage.

**APPLICATIONS WILL BE EVALUATED BASED ON THE FOLLOWING PRIME AND SUB CONSULTANT PERSONNEL AND EXTENT OF COMPLIANCE WITH MBE/WBE PARTICIPATION GOALS. PLEASE ALSO SEE QUESTION #6 ON DSB APPLICATION 2005.**

- |                               |                                     |
|-------------------------------|-------------------------------------|
| 1. Architect                  | 5. Civil Engineer                   |
| 2. Space Planner              | 6. Site Planner/Landscape Architect |
| 3. Mechanical Engineer (MPFP) | 7. Cost Estimator                   |
| 4. Electrical Engineer        | 8. Specification Writer             |

If the Applicant plans to fulfill any of the sub-consultant roles, so indicate on the organizational chart. Project Managers for Study and Final Design should be listed separately.

**APPLICATIONS WILL BE EVALUATED BASED UPON THE REQUIREMENTS OF M.G.L. Ch. 7 §38F AND WORK LISTED ON DSB APPLICATION 2005 SECTIONS 8, 9 AND 10 WHICH ILLUSTRATES CURRENT QUALIFICATIONS IN THE FOLLOWING AREAS:**

- |   |   |
|---|---|
| 1. Renovation/Modernization of facilities operating systems     | 4. Interior space planning for classroom and office flexibility.                  |
| 2. Renovations of campus infrastructure                         | 5. Repair/Renovation of exterior facilities access                                |
| 3. Renovation/Repair to Roofing Systems (including metal roofs) | 6. Design and construction of renovations in occupied higher education buildings. |

**APPLICANTS PLEASE NOTE**

A copy of the most current Application Form and Instructions - **DSB 2005 Application Form** is included with this Notice, and is available for download at [http://www.mass.gov/cam/forms/fi\\_dselectboard.html](http://www.mass.gov/cam/forms/fi_dselectboard.html).

Only complete applications submitted on the **DSB2005 Application Form** may be considered by the Designer Selection Board. Applications that are incomplete or submitted on a form other than **DSB2005**, may be rejected as non-compliant and will not be considered by the Board.

Applications received at the DSB Office after the advertised deadline will not be considered.